Role Description

Diocese of Toowoomba
Catholic Schools

Position details

Title	Manager: Educational Systems and Programs
Employment status	Permanent Full time
Classification	TCSO – Level 10
Agreement	Toowoomba Catholic Schools Office Enterprise Agreement 2024 – 2027
Reports to	Director: Education Services

About Toowoomba Catholic Schools

Toowoomba Catholic Schools is a progressive and distinctive community of 32 schools and central office spread across Toowoomba, the Darling Downs and South-West Queensland. Our values of dignity, potential and life support a culture of high standards, hard work and life-giving relationships. Staff experience a strong sense of belonging, of being valued and being successful at what they do. It is through this commitment to uphold the dignity of all, nurture potential and enable full and flourishing lives, that we are distinctively Catholic communities.

About the role

The Manager: Educational Systems and Programs is a senior position within Education Services responsible for providing strategic leadership, coordination and oversight of educational systems, Multi-Tiered Systems of Support (MTSS), student support and pathways initiatives across Toowoomba Catholic Schools. The role contributes to the mission and strategic priorities of Toowoomba Catholic Schools by strengthening teaching, learning, student wellbeing, engagement, inclusion and successful post-school pathways through evidence-informed practice within a system-wide approach.

The role provides timely and informed advice to the Director: Education Services and leads the development, implementation, monitoring and continuous improvement of key educational systems, data environments and student support frameworks. Significant responsibility exists for the strategic leadership of Multi-Tiered Systems of Support (MTSS), including engagement and wellbeing systems, data-informed practices and targeted supports. The role also provides strategic oversight of school-based apprenticeships and traineeships (SBA), Vocational Education and Training (VET), careers education and guidance counselling. This work is undertaken in alignment with system priorities, and regulatory requirements.

The role-holder works consultatively and collaboratively with Education Services, Information Services, school leaders, system teams and external partners to ensure educational systems, student support frameworks and pathways initiatives are implemented coherently and effectively. The role uses educational data and system intelligence to identify trends, inform strategic decision-making, manage risk, support school improvement and coordinate targeted responses that improve outcomes for students across the Diocese.

Key duties and responsibilities

Fulfil the accountabilities of the role in accordance with Toowoomba Catholic Schools vision and mission, and the responsibilities outlined below.

Educational systems leadership

1. Lead the design, implementation and continuous improvement of DLP, Canvas, Sentral and related student support systems to strengthen teaching, learning, engagement and wellbeing.
2. Ensure system functionality, workflows, data infrastructure and educational design align with Toowoomba Catholic Schools' strategic priorities.
3. Evaluate and issue advice on the educational and pedagogical alignment of digital tools and software requested by schools.
4. Consult with school leaders, relevant TCSO leaders and Education Officers to identify system-wide trends and recommend coordinated responses.
5. Collaborate with Education Services and Information Services managers to evaluate and recommend digital tools and software for use in schools through the digital tools catalogue.
6. Provide strategic oversight and operational leadership for the ongoing development, maintenance, and governance of the Diocesan Learning Profile and related systems.
7. Oversee budget planning, resource management, stakeholder communication, system development, testing, implementation and evaluation processes.
8. Recommend and lead professional learning to enhance staff capability in data literacy, confident use of educational systems and evidence-informed decision-making.

Educational data analysis and reporting

9. Oversee the choice and presentation of educational data via DLP, Sentral, Canvas and related Power BI reporting.
10. Collaborate and support the collection, interpretation and use of school and system data to inform selection of priorities, resource allocation and service delivery.
11. Strengthen data use to support MTSS implementation, student engagement, wellbeing, attendance and pathway planning.
12. Analyse system-wide trends, risks and emerging priorities to inform planning, policy development and targeted responses.
13. Work with relevant teams to ensure data is accurate, accessible, usable and aligned with system reporting and accountability requirements.
14. Provide timely and evidence-informed advice, analysis and recommendations to the Director: Education Services regarding educational systems, MTSS, student support, wellbeing, engagement, pathways and emerging system priorities.

Strategic oversight and program leadership

15. Oversee, lead and evaluate MTSS implementation across schools, ensuring alignment with system priorities and evidence-informed practice.
16. Lead system-wide approaches to student wellbeing, engagement, guidance counselling and career development.
17. Lead and collaborate with the Education Services team to ensure that advice on the use of digital tools and software provided to the schools is consistent and aligned to the digital tools/software catalogue.
18. Provide strategic oversight of enterprise programs including school-based apprenticeships, traineeships, Vocational Education and Training (SBA and VET), work experience and post-school pathway initiatives.
19. Support quality assurance, governance and compliance requirements for VET and pathway programs, including alignment with relevant regulatory and reporting expectations.
20. Contribute to system-wide planning, implementation and evaluation of initiatives that strengthen student learning pathways and support structures in consultation and collaboration with Education Services and Information Services Managers.

21. Lead and coordinate the work of direct reports to ensure integrated and effective services are provided to schools.

Policy, risk and compliance

22. Lead the development, implementation and review of relevant procedures, guidelines and operational frameworks to support consistent practice across schools.
23. Monitor system-level risks related to student support systems, data use, pathways and compliance, and implement mitigation strategies as required.
24. Provide high-level advice on emerging policy, regulatory, data governance and student pathway requirements.
25. Ensure programs, systems and services operate in accordance with Catholic ethos, legislative obligations, organisational policy and student protection expectations.
26. Represent the Director: Education Services and Toowoomba Catholic Schools on relevant committees, professional networks, working groups, forums and external partnerships as required.

Reporting and line management

The Manager: Educational Systems and Programs is responsible for the leadership, supervision, performance development and support of staff within the portfolio and for ensuring services are delivered in an integrated and effective manner to schools.

The role-holder provides line management, supervision and support for the following positions

- Education Officer: Student Engagement
- SBA Manager
- SBA Assistant Manager
- Education Officer: Guidance Counsellor Coordinator and School Support

About you

To achieve in this role, you will be required to demonstrate the following.

Eligibility criteria

Essential

- Demonstrated empathy and understanding of the values and ethos of the Catholic faith.
- Relevant tertiary qualifications in Education, Educational Leadership or another related discipline.
- Current registration with the Queensland College of Teachers.
- Current driver's licence and ability to travel to all schools within TCS on a regular basis.

Desirable

- Demonstrated capacity to provide high-level strategic leadership, coordination, and expert educational advice that strengthens teaching and learning, while effectively guiding system-wide initiatives in alignment with the mission and priorities of Toowoomba Catholic Schools.

Key success criteria

- Demonstrated empathy and understanding of the values and ethos of the Catholic faith.
- Demonstrated experience in a leadership role in an educational setting.
- Strong organisational and project management capability, including the ability to provide leadership across multiple projects and teams.
- Outstanding conceptual and analytical skills, including the ability to undertake research, analyse data, prepare reports and provide expert advice to senior leaders.

- Strong understanding of educational systems, Multi-Tiered Systems of Support (MTSS), student support frameworks, data-informed practice and school improvement processes.
- Knowledge of current national, state and diocesan education priorities and requirements.
- Highly developed interpersonal, written and oral communication skills.
- Demonstrated experience leading, supervising and developing staff and teams.

Responsibilities of all TCS staff

1. Support the values and Catholic ethos of the school.
2. Maintain personable and cooperative working relationships with colleagues and relevant stakeholders.
3. Engage in appropriate professional development opportunities to upskill knowledge and understanding related to the role.
4. Uphold the TCS Code of Conduct and all work health and safety requirements in accordance with policies and procedures.
5. Complete other duties that are directed by your employer as needs change or grow. All requested duties will be consistent with the purpose and classification of this position and any relevant legal and/or industrial obligations.